



CYNTHIA A. HARDING, M.P.H.
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.
Interim Health Officer

313 North Figueroa Street, Room 708
Los Angeles, California 90012
TEL (213) 240-8156 • FAX (213) 481-2739

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

Hilda L. Solis
First District

Mark Ridley-Thomas
Second District

Sheila Kuehl
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

July 13, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO
AMEND CONTRACT NUMBER 77652 WITH ACCURATE COURIER
SERVICES, INC.**

This is to notify you that I am exercising the delegated authority approved by your Board on September 6, 2011, to execute amendments to Contract Number 77652 with Accurate Courier Services, Inc., for the provision of laboratory courier services, to: approve fuel price adjustments on a quarterly basis, at the County's discretion, based on the increase or decrease in the fuel price published in the Official Energy Statistics from the United States Department of Energy for California (DOE) and add or change non-substantive terms and conditions in the Agreement, subject to review and approval by County Counsel.

Under this authority, I will execute Administrative Amendment Number 2 to Contract Number 77652 with Accurate Courier Services, Inc., to:

1. Decrease the fuel price by 14.78 percent for:

- Routine Services: adjusting the price per gallon from \$3.96 to \$3.37, the all-inclusive fixed fee per stop from \$12.37 to \$12.15.
- Non-Routine Services: in the amount of \$.04, adjusting the fuel price per mile from \$.30 to \$.26.

Pursuant to the terms and conditions of the contract, this fuel price adjustment is based on a comparison of the DOE fuel rate of \$4.160 for the month of April 2011 to the most recently published DOE fuel rate of \$3.545 for the month of June 2015 from the Second Quarter period of April 2015 through June 2015, effective July 1, 2015.

Each Supervisor
July 13, 2015
Page 2

2. Revise Exhibit E, County's Administration, to update the names and contact information of the Department of Public Health staff assigned as the contract's Project Director, Manager, and Monitor.

County Counsel has reviewed and approved this Administrative Amendment as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:fcl
DA #03190

c: Interim Chief Executive Officer
Interim County Counsel
Acting Executive Officer, Board of Supervisors